STATE OF MICHIGAN
DEPARTMENT OF INFORMATION TECHNOLOGY

JENNIFER M. GRANHOLM
GOVERNOR

TERESA M. TAKAI
DIRECTOR

February 26, 2003

TO: Leadership

FROM: David C. Turner, Manager, Administrative Services

SUBJECT: Policy & Procedure Approval

The following outlines the process of obtaining consensus and approval on DIT Policies and Procedures:

1. Draft Policies are formulated by Office of Administration and, in some cases, by a representative work group formed by the Office of Administration. A common format is utilized.

2. Draft Policy is created and sent to Leadership and Executives with a response date (1-2 weeks) for comments.

3. If significant policy changes are submitted, a second draft is sent to Leadership and Executives for comment with another response date.

4. Once consensus is obtained, policy is approved and placed on intranet site (techtalk).

5. Office of Administration responds to Departmental employees for clarification and possible changes. If changes are required and result in a significant deviation, start over at step #3.